



Celebrate State of Missouri **E**mployee **R**ecognition **W**eek & **D**ay

Every week, thousands of state employees work diligently to provide vital services to Missouri citizens. To honor these dedicated men and women, a special week is set aside each year to educate communities about the many ways in which government serves the people and how state government enriches our lives each day.

SERW—June 6 – 10, 2016

***SERD—June 9, 2016**

11:00 a.m. until 2:00 p.m.

**Due to construction on the State Capitol Building, 2016 SERD activities will be held inside the Harry S. Truman Office Building at 301 W. High Street in Jefferson City.*



**Learn more about SERD by visiting our website:
www.serd.mo.gov**

Coordinated by State of Missouri Center for Management and Professional Development
within the Office of Administration, Division of Personnel

Make this *your* year to become part of this special event!



Vendor Registration

STATE EMPLOYEE RECOGNITION DAY

Thursday, June 9, 2016 – 11:00 pm – 2:00 pm

Harry S. Truman Building – 301 W. High Street- Jefferson City

Section 1

Vendor Name:

Type of Business:

Address:

Contact:

Phone Number:

E-Mail:

Section 2

Will a booth be set up? YES ☐ NO ☐ OA/DOP provides a 6 ft table and two chairs based on availability.

Will a tent be set up? YES ☐ NO ☐ Bring weights to hold your tent down, no stakes are allowed.

If yes, provide specifications:

Electric Required? YES ☐ NO ☐

If yes, provide amp and volt requirements, type of plug (3 prong etc.) Provide digital picture if an unusual plug is required – attach to this form.

NOTE: Wood, metal or plastic poles or standards shall not be used to support signs and/or banners, and shall not be brought onto the Capitol grounds. Signs displayed during an activity shall not contain any obscene words or symbols, banners and flags may not be flown from tents.

Questions - contact the event coordinator, Ashley Brown at 573-526-4554 or at Ashley.Brown@oa.mo.gov. Return completed form to: ATTN: Ashley Brown, Center for Management and Professional Development, Office of Administration, Division of Personnel, Truman State Office Building, 301 West High Street, Room 430, Jefferson City, MO 65101, fax to 573-751-8641 or e-mail to Ashley.Brown@oa.mo.gov.

OA/DOP will provide a 6 ft. table and two chairs based on a first-come-serve basis.

All registrations must be received by Wednesday, May 11, 2016.

Your participation is greatly appreciated! Thank you!

RULES FOR USE OF CAPITOL GROUNDS

The following are excerpts from 1 CSR 35-1.050 Public Use of State Facilities. The document in its entirety may be found at <http://www.sos.mo.gov/adrules/csr/current/1csr/1c35-1.pdf>.

(1) Facilities Subject to this Rule:

Definitions

- (A) This rule governs public use of the Capitol Building and grounds, as defined in subsection (1)(B) hereof, and of other public building and grounds, as defined in subsection (1)(D) hereof.
- (B) As used in this rule, the term “Capitol Building and grounds” means the first floor of the Capitol rotunda, the museum area, corridors, restrooms and all other common areas on the first floor of the Capitol Building, the circular drive and the Capitol grounds. The Capitol grounds, as shown on Appendix A, extends to High Street on the south and to Jefferson Street on the east, but do not include Parking Lots Number 1, 2, 4 and 15A, nor the Highway and Transportation Building and its grounds nor the buildings and grounds know as “Lohman’s Landing.”
- (C) Regulations governing the public use of the Capitol Building and grounds are set forth in section (4) of this rule.
- (H)As used in this rule, the term “grounds” means the land lying between a public building and the property line of the land on which the building is situated.

(4) Public Use of the Capitol Building and Grounds.

- (A) The following activities and conditions are not permitted in or about the Capitol Building and grounds, as defined in section (1) of this rule:
 - 3.The service of food or beverage on the Capitol grounds is prohibited unless approved by the facility manager and the food or beverage is served without charge.
 - 5. Commercial activities, including the sale of any goods or services and any other activities undertaken for the primary purpose of obtaining a financial return for the benefit of an individual or organization, whether organized for profit or not, except as otherwise authorized in this rule;
 - 14.Wood, metal or plastic poles or standards shall not be used to support signs or banners and shall not be brought onto the Capitol grounds. Signs displayed during an activity shall not contain any obscene words or symbols;
 - 15. Any other activity that presents a significant likelihood of damage to the rotunda or other portions of the Capitol;

ADDITIONAL INFORMATION REGARDING THE USE OF THE SOUTH LAWN OF THE MISSOURI STATE CAPITOL BUILDING:

- Site amenities may be brought in for events, i.e. chairs, tables, etc. These are the sole responsibility of the user.
- Items that require anchoring into the ground are not permitted, as the area is covered by an underground lawn irrigation system
- Any use the does damage to the sidewalks or lawns is prohibited (i.e. barbecue grills must have protection under them; any liquid or substance that would kill grass is prohibited [this includes ice], or must be moved to a sidewalk.)
- All parties are responsible for proper cleanup of the area and disposal of all trash.
- The facility manager may impose reasonable limits on the duration of the activity and the space allocated to it, and may furnish materials, supplies, and equipment needed for the activity, if such are available, but may limit the amount furnished so that government property may remain accessible to other members of the general public. All permits issued shall require the permittee to comply with the condition described in sub-section (4)(A) of 1 CSR 35-1.050 Public Use of State Facilities

Note – all motorized vehicles are not allowed on any sidewalk area without obtaining a permit from the facility manager.